



## Admins: Quick Start Guide

### Becoming the Admin of your corporation/school

Once a corporation has faxed a [signed letter from your superintendent](#) to the IDOE, an IDOE representative will upgrade the first account to become the Administrator for your corporation or school. Please check with your corporation before sending in this letter, as there are only a few corporations who have not already named the first local administrator. A complete list of persons who are administering the system can be found [here](#).

If you already have a local administrator, please ask them what the preferred method of registration is. They will be able to provide you guidance on how to register for an account. And they will be able to upgrade your account to the appropriate permissions.

### Educator Accounts and Permissions

As the local administrator of the Learning Connection, you are responsible for providing and setting security access to data for your educators. Permissions can be set at either the Corporation level (for the entire corp) or for each individual school. Corporation permissions/access will over-rule settings at the school.

Corporation	School
<b>Roles for Learning Connection:</b> <ul style="list-style-type: none"><li>• Non-Administrator</li><li>• Corporation System Administrator (Tech Access)</li><li>• Corporation Data Manager (Data Access)</li><li>• Corporation Administrator (Data and Tech Access)</li></ul> <b>Access for ISTAR:</b> <ul style="list-style-type: none"><li>• No Access</li><li>• Educator* (All Schools)</li><li>• ISTAR Admin (Corporation-wide)</li></ul> <b>IEP Access</b> <ul style="list-style-type: none"><li>• IEP Access (This is access to the system only. Individual permissions are handled within InIEP)_</li></ul>	<b>Roles for Learning Connection:</b> <ul style="list-style-type: none"><li>• Non-Administrator</li><li>• School System Administrator (Tech Access)</li><li>• School Data Manager (Data Access)</li><li>• School Administrator (Data and Tech Access)</li></ul> <b>Access for ISTAR:</b> <ul style="list-style-type: none"><li>• No Access</li><li>• Educator*</li><li>• ISTAR Admin</li></ul>

\*An educator may be a special educator, preschool teacher, private day care provider, therapy provider, nurse, psychologist, or a K-2 general educator.

Not all Learning Connection users need ISTAR access. There are three choices for ISTAR access.

1. **No Access** is the default setting and provides no access to the ISTAR assessments.
2. **Educator** is an ISTAR user who can access students from their school(s) and complete an ISTAR or ISTAR-KR assessment.
3. **ISTAR Admin** has access to all ISTAR students and teacher accounts corporation or school wide. They can add students to their ISTAR teacher's caseload list, add and remove access to a caseload, and reassign a student..



## Scenarios:

**A: Superintendent, Curriculum Director:** Permission is granted at the corporation level as “Corporation Administrator”

**B: Principal:** Permission is granted at the school level as “School Administrator”

**C: ISTAR Teacher who only needs access to one school:** Permission is granted at the school level as “Non-Administrator” and Access for ISTAR is set to “Educator”.

**D: ISTAR Administrator overseeing teacher accounts:** Permission is granted at either the school or corporation level as “Non-Administrator” and Access for ISTAR is set to “ISTAR Admin”.

**E: Special Education Director:** Permission may be granted at either the school or corporation level as “Corporation Administrator” or “School Administrator” and Access for ISTAR is set to “ISTAR Admin”.

**F: Planning District Director:** Access for ISTAR is set to “ISTAR Admin”. Access to corporation or school data access is based on your local agreement with the special education cooperative.

## Information about Date of Birth or SSN Numbers

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When educators register for accounts with a registration code, their DOB and SSN must match the information entered within the STN Application Center under the School Personnel Number (SPN). The person who submits the state reports for the corporation or school is able to verify/update the DOB and SSN within the STN Application Center. The day after any updates are completed; the information will be reflected within the Learning Connection. **The information that an educator enters during registration MUST match the information within the SPN System or they will not be granted access to a school. Educators registering with registration codes will NOT be allowed to register with that code until the day after their DOB/SSN are corrected.**

## Approving accounts that register without a registration code

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1. Login with your Administrator account
2. Click “Administration”
3. From the Administration Dashboard, select “Find and edit a school”.
4. Select the school the user requested access to
5. Select “Educators” tab.
6. Click on the link for the member(s) is requesting membership

Note: This will display the information (First Name, Last Name, Date Birth, Last 4 SSN) that an educator enters during registration on the left-hand side of the screen. On the right-hand side, the information from the STN Application Center will appear if all 4 pieces of information are an exact match. If the information matches, please skip to Step #10. If no match is displayed, continue with step #7

7. Manually enter the educator’s SPN # in the field provided (Note: an educator’s SPN can be found in the [STN Application Center](#). Data from STN will take an overnight to appear within LC)
  8. Click “Lookup”
  9. The educator’s information will appear under the possible matches. As long as the Date of Birth or Last 4 of the SSN are an exact match, the “Yes” will become an active link.
  10. Click “Yes” to accept or “No” to deny access to the school.
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## How to set permissions at either the corp or the school

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1. Login and click the “Administration” link at the top of your screen
2. Click on either the Corporation Name or the School Name, where you wish to set permissions
3. Click on the “Educators” tab of either the Corporation or School
4. Click on “Set Permissions” next to the educator’s name
5. Set the permission level for the user (please see chart above).
6. Click “Save Changes”

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## Configure school settings

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1. Log into Learning Connection as an Administrator.
2. Click on the ‘Administration’ link. (top right corner)
3. Click on the Schools side menu item.
4. Click on the School link.
5. Click on the Settings tab for that school.
6. Within the Application Settings window, click on the Edit link.
7. Choose whether your school will have Announcements, Forums, Grade Book and the Student Achievement Profile. (Note: The Student Achievement Profile is the ISTEP+ reports)
8. Click “Save”.

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## Set-up Grading Periods

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All schools must add the dates for the school year and set-up grading periods in order to import classes to the system. Access to student data is provided to educators through their classes, so every school wishing to provide access to ISTEP+ data must complete this. I recommend that the grading periods be set at each individual school.

1. Log into The Learning Connection as an Administrator
2. Click on “Administration” (top right)
3. Click on the Schools area
4. Locate your school and click on it
5. Click on the “Settings” tab of the School
6. In the “Grading Period” area, click “Setup Grading Period”
7. Choose the current academic year
8. Choose either “Semesters” or “Trimesters” for grading period type
9. Enter the number of grading periods within a semester/trimester (e.g. there are 2 nine weeks within a semester)
10. Determine whether you wish to enable a summer term for the system
11. Set the grace period for marking grades as final (If you don’t utilize the grade book, just leave this set to the default)
12. Click “Continue”
13. Enter the school year begin date and end date
14. Fill out the rest of the appropriate dates for the school year
15. Check the box next to the grading periods and semesters/trimesters you wish to enable for grade submission



16. Click "Save"

## Set-up Grading Scale

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Setting up the Grading Scale is an optional feature. It must be completed for schools that use the Grade book and that use a traditional, points-based assessment method.

1. Click on "Administration"
2. Click on the Schools area
3. Locate the school and click on it
4. Click on the "Settings" tab of the School
5. In the "Grading Scale" area, click "Edit"
6. Choose the current academic year
7. Click on the "Add grade" link
8. Add a letter grade and the low score
9. Click "Add"
10. Repeat the process to completely enter the grading scale

## Import Educators

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Administrators can upload educators to the system and provide them with Registration Codes. If an administrator uploads the educators and distributes registration codes, then they do not have to look up and enter School Personnel Numbers (SPN)'s for each educator who registers without a code. **IMPORTANT:** Make sure to first approve educators who already have accounts and have requested access to your schools BEFORE uploading educators. Otherwise, educators may end up with two different accounts. Educators will appear under the 'Educator' tab after they have logged into their accounts.

1. Log into Learning Connection as an Administrator.
2. Click on the 'Administration' link,
3. Navigate to the main detail page of the school.
4. Click on the 'Educators' tab.
5. Click on the 'Import Educators' button.
6. Browse for the csv file you created. (See the data schema document)
7. Select 'Educator Import' as the file type.
8. Select 'Comma Delimited' as the file format.
9. Click "Upload File" to import the file.
10. Click the "Refresh List" button periodically until the file has completed
11. Click on the Name of the uploaded file to see the success/error log.
12. Click on the "Download Output File" button (The output file contains the educator's registration codes that will need to be distributed. The registration code is a code that will allow the educator to be automatically accepted into a school during the registration process.)



## Entering Students

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Students are loaded automatically into the system from the STN Application Center (the state reporting site), the day after the state enrollment reports are completed by your local person who completes the state reports.

**Public/Charter schools:** Upload the **DOE-RT (Real Time)** report to the STN Application Center. The day after the RT submission is complete, students will be automatically populated within Learning Connection. The DOE-RA (Real Time Access) report is used to report students who you need ISTAR/IEP access to via Learning Connection, but are not enrolled in your schools. (e.g. student attends a private school, preschool student, student attends co-op, etc)

**Private/Parochial schools:** Upload the **DOE-EM (Enrollment/Mobility)** report to the STN Application Center. The day after the RT submission is complete, students will be automatically populated within Learning Connection.

## Import Classes (Class Set-up)

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In order for educators to view data for students in their classes, the educators' classes must be uploaded.

1. Log into Learning Connection as an Administrator.
2. Click on the 'Administration' link,
3. Click on the "Schools" area
4. Click on the name of your school
5. Click on the 'Imports' tab.
6. Click on the 'Import Data' button.
7. Browse for the comma separated value (.csv) file that you prepared. (See the data schema doc for upload fields)
8. Select 'Class Set-up' as the file type.
9. Select 'Comma Delimited' as the file format.
10. Choose the academic school year
11. Click "Upload File" to import the file.
12. Click the "Refresh List" button periodically until the file has completed
13. Click on the Name of the uploaded file to see the success/error log.
14. You will now see the classes that were uploaded under the "classes" tab of the school

## Import Class Rosters

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In order for educators to view data for students in their classes, the students in each class must be uploaded

1. Log into Learning Connection as an Administrator.
2. Click on the 'Administration' link,
3. Click on the "Schools" area
4. Click on the name of your school
5. Click on the 'Imports' tab.
6. Click on the 'Import Data' button.
7. Browse for the comma separated value (.csv) file that you prepared. (See the data schema doc for upload fields)
8. Select 'Class Roster' as the file type.



9. Select 'Comma Delimited' as the file format.
10. Choose the academic school year
11. Click "Upload File" to import the file.
12. Click the "Refresh List" button periodically until the file has completed
13. Click on the Name of the uploaded file to see the success/error log.
14. You will now see that there are students under the classes that were uploaded under the "classes" tab of the school

## Frequently Asked Questions

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### **What do I do if I didn't request to join a school in my corporation during registration?**

1. Log in to The Learning Connection
2. From the user Dashboard, select "Contacts and Communities".
3. Click on the "My Communities" tab.
4. Click on the "Find a Community" link.
5. Type in the name (or part of the name) of the school in the "Keyword" text field.
6. Click "Search"
7. Click the "Join Community" link to the right of the school
8. Click "OK" to confirm
9. (Your membership to this community is now pending)

### **Educators have signed up for The Learning Connection without a registration code. How do I verify them to give them access to student data?**

11. Login with your Administrator account
12. Click "Administration"
13. From the Administration Dashboard, select "Find and edit a school".
14. Select the school to which the user has requested access.
15. Select "Educators" tab.
16. Click on the link for the member who is requesting membership
17. Enter the educator's SPN # (Note: an educator's SPN can be found in the [STN Application Center](#))
18. Click "Lookup"
19. Click "Yes" under Accept

### **Do I need to upload classes and then upload students to those classes?**

Yes. All educator access to student data is handled via class uploads. Administrators, such as principals, however can view all students' data for the students within their school.

### **Where can I find the file formats/schema for the csv upload formats?**

The formats for file uploads are posted on our [help site](#).